## Request for Personnel Action SF-52

- OUM/AO initiates SF-52 in FPPS
- Approval chain signs as reviewer/authorizer
- Action sent to OHCM

### Types of Actions

(Click to link on additional guidance)

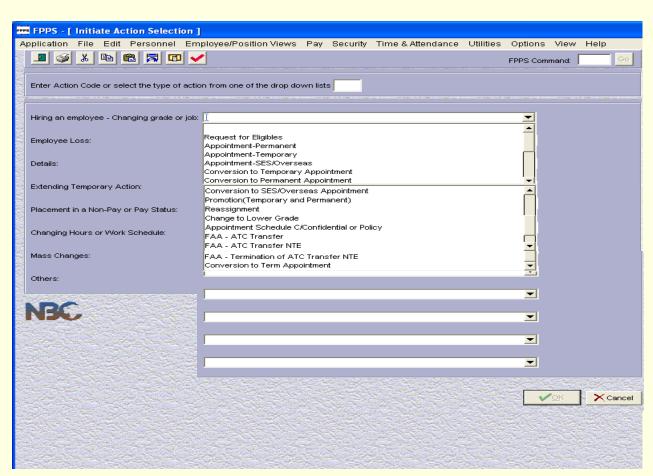
- Hiring an Employee
- Employee Loss
- Details
- Extending Temporary Actions
- Placement in a Non-Pay or Pay Status
- Changing Hours or Work Schedule
- Others

## Hiring an Employee

## Examples of some of the types of actions to be initiated under "Hiring an employee":

- External
- Internal
- Promotion
- Reassignment/ Realignment

(Click to link on additional guidance)



#### External

- Organization enters e-52 in FPPS as a "request for eligibles"; submits PD, TDP, 1722 and 1630, if needed. PDs will be developed using e-PDS (Electronic Position Description System).
- In the notes section of the e-52, annotate the following:
  - "Critical Hire Unique Identifier" will be assigned by OHCM.
  - Address the eight "Hiring Priorities" questions (<u>Business Rules</u> dated 8/8/08).
  - If the action is vice employee, please indicate the name.
- PCS funding requirements are defined in the "Hiring Guidance" dated 2/4/09. While it is not necessary to provide the funding WBS in the notes section, that information will be required prior to OHCM making a job offer.
- Approver(s) signs e-52 as Reviewer/Authorizer
- Routes e-52 to OHCM for the recruitment.

### Internal

- ■Organization enters e-52 in FPPS as a "request for eligibles"; submits PD, TDP, 1722 and 1630, if needed. PDs will be developed using e-PDS (Electronic Position Description System).
- ■In the notes section of the e-52, annotate the following:
  - Address the eight "Hiring Priorities" questions (<u>Business</u> <u>Rules</u> dated 8/8/08).
  - If the action is vice employee, please indicate the name.
- Approver(s) signs e-52 as Reviewer/Authorizer and routes to OHCM for recruitment.

#### Promotion

- Organization enters e-52 in FPPS as a "Promotion Temporary and Permanent" if the employee is on a career ladder position with promotion potential and is being promoted to the next higher grade level.
- Approver(s) signs e-52 as Reviewer/Authorizer and routes to OHCM for recruitment.

## Reassignment/Realignment

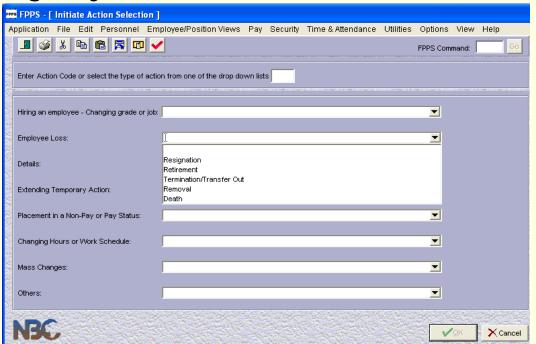
- Reassignments from one Directorate to another:
  - Losing OUMs will notify the identified employee(s) of this decision.
  - Both the losing and gaining OUM will determine the effective date of transfer. The employee will be notified of the effective date.
  - Gaining supervisor will need to decide whether the employee will be performing new duties (reassignment) or if the employee's current duties are going to move to the new org (realignment). If there are new duties, then the gaining supervisor will need to prepare a new position description (PD).
- Gaining organization prepares the e-52 as a "reassignment" (losing OUM's POC must provide the employee's SSN) along with a new PD.
- If the move results in a realignment, OHCM will initiate the action.

## Employee Loss

Examples of some of the types of actions to be initiated under "Employee Loss":

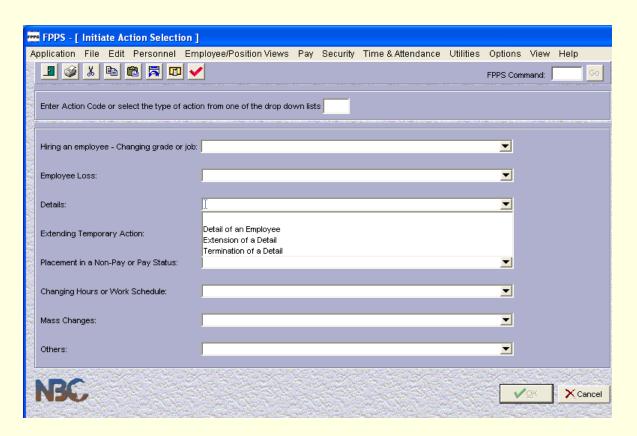
- Resignation an employee is resigning from LaRC (reference <u>Desk Guide for Resignations</u>)
- Termination/Transfer Out an employee is transferring to another Federal Agency (not another NASA center)

**NOTE:** OHCM will initiate Removal actions, and the NSSC will initiate Retirement and Death actions.



#### Details

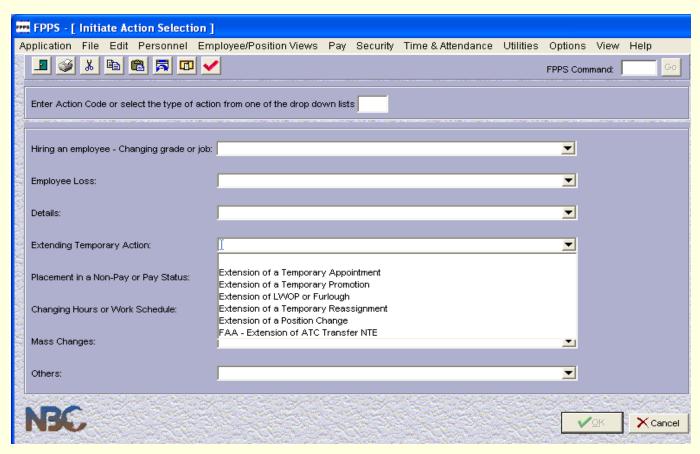
See "Langley Desk Guide for Processing a Detail, Extension and Termination of Detail in FPPS" dated June 2008 for FPPS processing instructions.



## Extending Temporary Actions

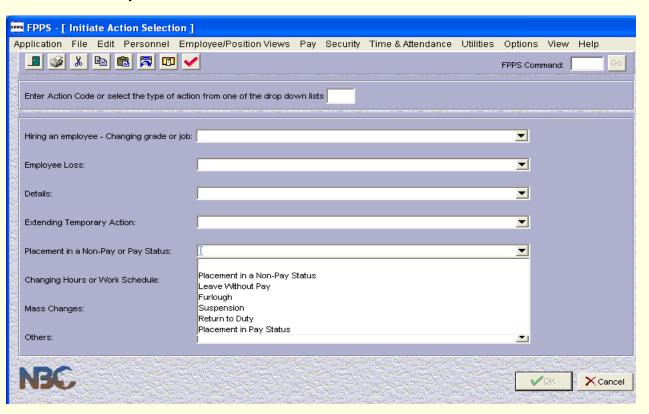
Organization enters e-52 in FPPS as "Extending Temporary Action" when extending the Not-To-Exceed (NTE) date of a current Term or Temporary employee.

NOTE: OHCM will initiate Extension of LWOP action after submission and approval of NASA Langley Form 54



# Placement in a Non-Pay or Pay Status

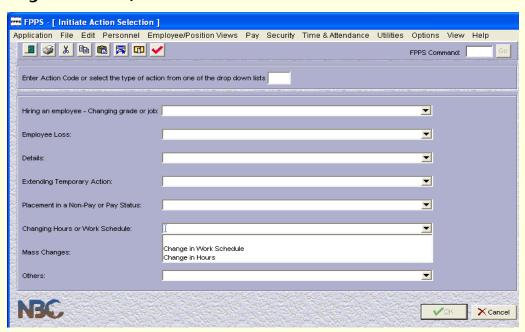
- OHCM will initiate Leave Without Pay action after submission and approval of NASA Langley Form 54; and Return to Duty action based on communication with employee while on LWOP.
- OHCM will initiate Suspension actions.



# Changing Hours or Work Schedule

#### Organization enters e-52 as:

- "Change in Work Schedule" when an employee is changing from full-time to part-time work schedule, or part-time to fulltime work schedule.
- "Change in Hours" for a part-time employee changing the total number of bi-weekly hours worked (ex. from 50 bi-weekly hours to 60 bi-weekly hours).



#### Others

#### Organization enters e-52 as:

- "Position Action Only" to review/audit a Position Description or amendment of Position Description
- "Realignment" when moving a person/position into a new org code (no change to position)

NOTE: For Name Change action, employee must contact the NSSC.

